

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	8	8.2
CHAPTER Chapter 8. Recordkeeping		SUBJECT Records to Support Program Cost			

A shelter must verify that all reimbursement received from the CACFP is being used solely for the food service operation. The following expense documents associated with the CACFP must be maintained and must be kept on file to support Program costs:

- **Operating costs.** Operating costs include food expenditures, labor costs, non-food purchases, and contracted service costs. Itemized receipts and invoices for food and milk purchases shall be maintained to verify food expenditures. Itemized receipts from food donations must also be retained. Expenses for personal items or items not related to the food service operation should not be included in the operating cost of the food service and should be circled and deducted from receipts. Non-food purchases that are required for the food service operation may be included as operating costs. Examples of non-food purchases that could be included as operating costs are single service and reusable dishes, utensils, and cleaning supplies used only for the food service.

If the total food expenditures exceed the monthly CACFP reimbursement, no other operating costs need to be documented. If total food expenditures are less than the CACFP monthly reimbursement, operating costs of labor and non-food purchases must be documented. If total operating costs are less than the monthly CACFP reimbursement, documentation of indirect cost must be maintained. Since shelters serve meals to both eligible children and non-program children (“walk-ins”) and adults, it is recommended the shelter calculate the percent of Program meals based on the total number of meals served to everyone. Using this percentage will allow the shelter to determine costs associated with the Program eligible meals.

- **Indirect costs.** Indirect costs are costs that are shared by other service areas of the shelter. Examples of indirect costs are rent, utilities, or salaries for staff. Rent is paid monthly for an entire shelter. A portion of that rent could be charged to the food service operation for the kitchen area.

For Example

Monthly rent for XYZ Shelter is:	\$600
One-fourth of the shelter is in the kitchen area:	<u>x .25</u>
\$150 of the rent could be charged to the food service.	\$150

The cost (mortgage) for a building owned by the institution cannot be included as indirect costs.